



Virginia Department of Juvenile Justice

BADGE

Balanced Approach Data
Gathering Environment

Detention Manual

Table of Contents







Key/Legend	ii
Detention Module	1
Search	1
1. By Current Population	1
2. By Juvenile	2
Add a New Admission	4
1. With an Intake Case Number (ICN)	4
2. Without an Intake Case Number (ICN)	4
Detention Admission Screen	6
Admission Tab	6
2. Change an ICN	7
3. Release a Juvenile from the Admission Tab	7
4. Status Tab	8
5. MAYSI-2 Tab	9
6. Movement Tab	9
7. Weekend Detention Tab	10
8. YASI Tab	11
Receive Juvenile Transfer	12
Secure Detention Population Screen	13
Secure Detention Population Screen Buttons	14
1. Detention Admission Information Button/Verify Pending ICN	14
2. Admission Report Button	15
3. Juvenile Information Button	15
4. Offense History Button	16
5. Residential Transfer Button	16
3. Close Button	17
Reports	18
1. Admission Releases	18
2. Admissions By Offense	18
3. Admissions By Genetic Sex	18
4. Admissions By Race	18
5. Admissions By VCC Heading	18
6. Admissions w/o MAYSI-2	19
7. CAP/PPP/Detention Re-Entry Placements	19
8. Childcare Days By Facility	19
9. Childcare Days By FIPS	19
10. Childcare Days By Status	19
11. Daily Population	19
12. Detention Admissions	20
13. Facility Transfers	20
14. Length Of Stay	20
15. MAYSI-2 Scores	20
16. Overlapping Admissions	20
17. Pre-D Admissions Over 52 Days	20
18. Secure Detention Population Measures	21
19. State Childcare Days	21
20. Statewide Population	21
Document Revisions	22

Key/Legend





The BADGE application and the manuals use various styles and icons. Below are the explanations.

Individual users may not have read or write privileges for every module; therefore, you may not be able to add, edit, or delete certain information in BADGE.

BADGE Application

Style/Symbol	Meaning
 Calendar Screen Icon	In order to select a date, click the Calendar Screen Icon and select the date.
 Printer Icon	In order to print a report or document, click the Printer Icon in the <i>Report Viewer</i> screen.
 Save Icon	In order to export and save a document, (i) click the Save Icon , and a drop-down menu will appear, (ii) select the format for the document, (iii) select the location of where you would like to save the document, and (iv) click the Save button.
 Scroll Bar	A Scroll Bar allows the user to move the window viewing area up, down, left, or right. The Scroll Bar can be vertical or horizontal and is commonly located on the far right or bottom of the window.
 Next Page Button	In order to go to the next page of a report, click the Next Page button.
 Magnifying Glass	Click the magnifying glass to expand a comment/textbox.

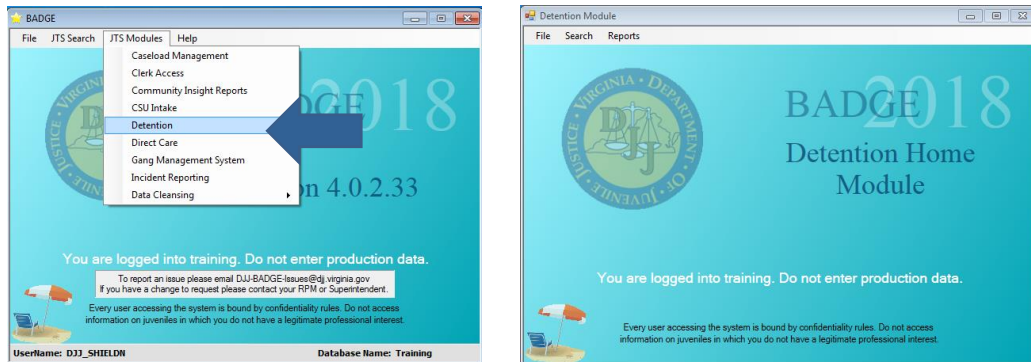
BADGE Manuals

Style/Symbol	Meaning
Bolded	Name of a function, key, button, or option.
Hyperlink	Press the Ctrl key and click the hyperlink in order to be transferred to another document or a specific topic within the same document for more information.
<i>Italicized</i>	Name of a tab.
 Notepad Bullet	Tips and notes provide additional information, exceptions, or special circumstances that apply to a particular topic or area in BADGE.
 Reference Bullet	Refer to another page or resource for additional information.
	Denotes mandatory fields that must be completed before data can be saved.
<u><i>Underlined and Italicized</i></u>	Name of a screen.
	Denotes a locked item or record that cannot be changed.

Detention Module

From the BADGE Home screen:

- (i) Click the **JTS Modules** menu, (ii) select the **Detention** option from the drop-down menu, and the Detention Module screen will appear.




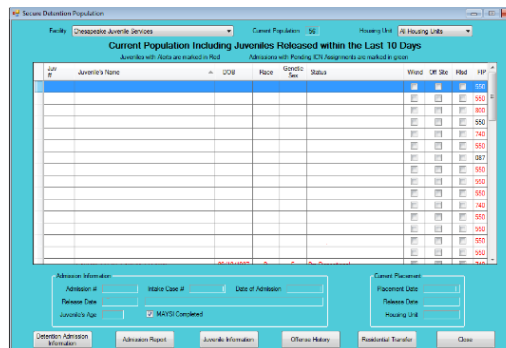
Search

There are various methods to search for a juvenile in Detention population. From the Detention Module screen, (i) click the **Search** menu, (ii) and select the search option.


1. By Current Population

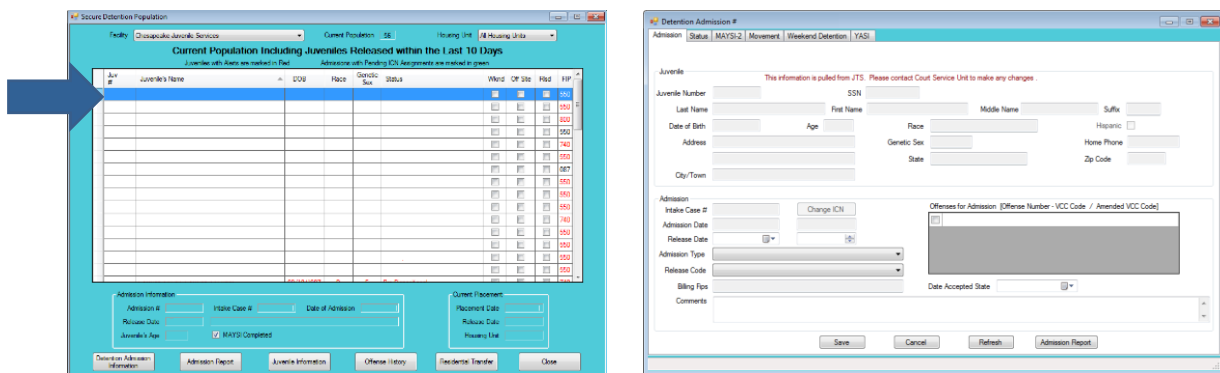
- a. (i) Select the **By Current Population** option from the drop-down menu, and the Secure Detention Population screen will appear.

 Refer to [page 13](#) for instructions on how to navigate the Secure Detention Population screen.



- b. (i) Select the desired juvenile record from the **Current Population** list, and the row will become highlighted in **blue**, (ii) click the **Detention Admission Information** button, and the Detention Admission screen will appear.

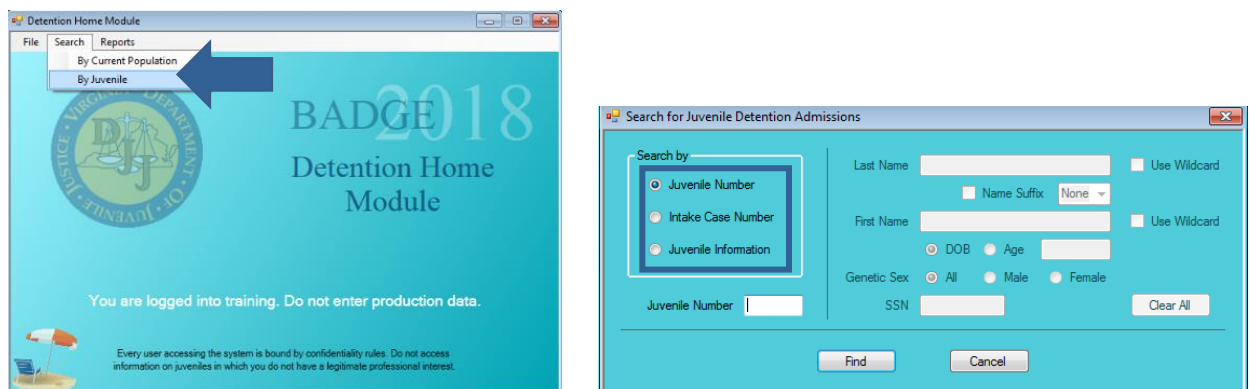
 Refer to [page 5](#) for instructions on how to navigate the Detention Admission screen.



Refer to the [Admission Report](#) for instructions on how to navigate the Admission report.

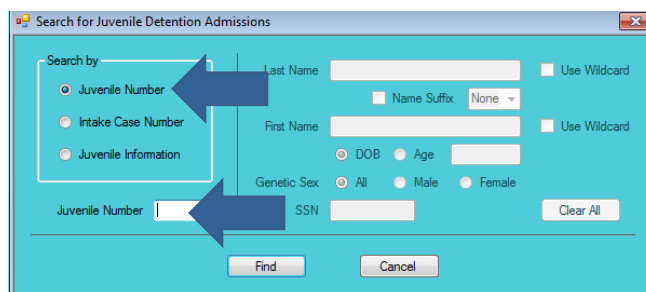
2. By Juvenile

- Click the **Search** menu, (ii) select the **By Juvenile** option from the drop-down menu, and the *Search for Juvenile Detention Admissions* screen will appear.



a. Search by Juvenile Number

- (i) Click the **Juvenile Number** radio button, (ii) type the Juvenile Number into the **Juvenile Number** textbox at the bottom of the screen, (iii) click the **Find** button, and the *Search Results* screen will appear. (iv) Select the juvenile's Secure Detention Admission record and the row will be highlighted in **blue**, (v) click the *Admission Info* tab and the *Detention Admission* screen will appear.



b. Search by Intake Case Number

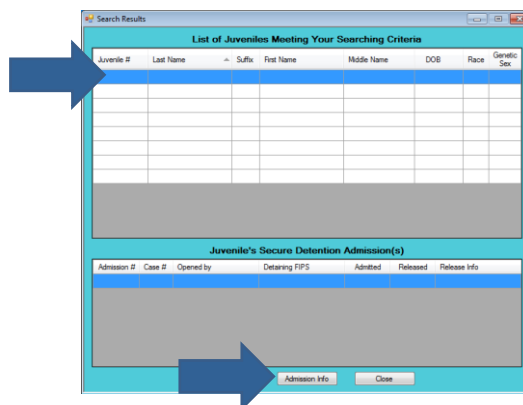
- (i) Click the **Intake Case Number** radio button, (ii) type the ICN into the **ICN** textbox at the bottom of the screen, (iii) click the **Find** button, and the *Search Results* screen will appear. (iv) Select the juvenile's Secure Detention Admission and the row will be

highlighted in *blue*, and (v) click *Admissions Info* tab and the *Detention Admission* screen will appear.

c. Search by Juvenile information

- i. Click the **Juvenile Information** radio button and the fields on the right-hand side of the *Search for Juvenile Detention Admissions* screen will become accessible.
- ii. Type the **Last Name**.
- iii. Click the **Use Wildcard** checkbox and the search will match any character or sequence of characters that you put in the **Last Name** field.
- iv. Click the **Name Suffix** checkbox in order to select a suffix from the drop-down menu.
- v. Type the **First Name**.
- vi. Click the **Use Wildcard** checkbox and the search will match any character or sequence of characters that you put in the **First Name** field.
- vii. Select (i) either the **DOB** or the **Age** radio button and (ii) enter the appropriate information into the textbox(es).
- viii. Select the **Genetic Sex** by clicking the **All**, **Male**, or **Female** radio button.
- ix. Search using the juvenile's Social Security Number by typing it into the **SSN** textbox.
- x. Click the **Find** button and any records matching the criteria entered will appear in the *Search Results* screen.

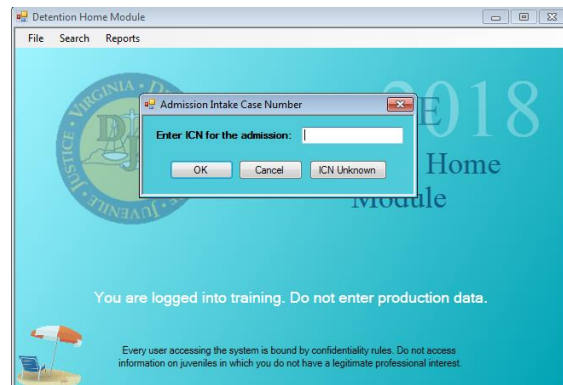
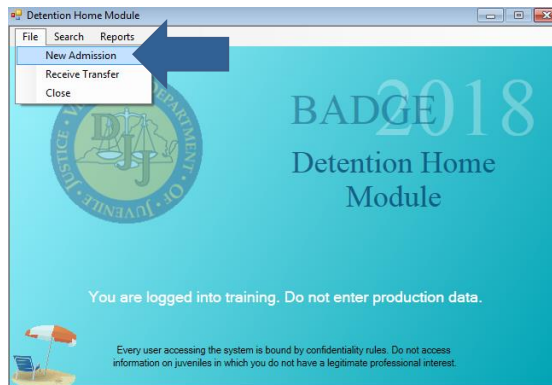
- xi. The bottom of the screen will display the **Juvenile's Secure Detention Admission(s)** information.
- xii. If you are unsure which record is the correct one, (i) select a name, and the row will become highlighted in *blue*, (ii) click the **Juvenile Info** button, and the *Juvenile Information* screen will appear. (iii) Review the *Juvenile Information* screen to ensure the correct juvenile is selected. If the record is NOT the juvenile that you are searching for, exit out of the *Juvenile Information* screen, and repeat steps above.
- xiii. If the results list the juvenile you are searching for, (i) select a name, and the row will become highlighted in *blue*, (ii) click the **Admission Info** button, and the *Detention Admission* screen will appear.



Refer to [page 5](#) for instructions on how to navigate the Detention Admission screen.

Add a New Admission

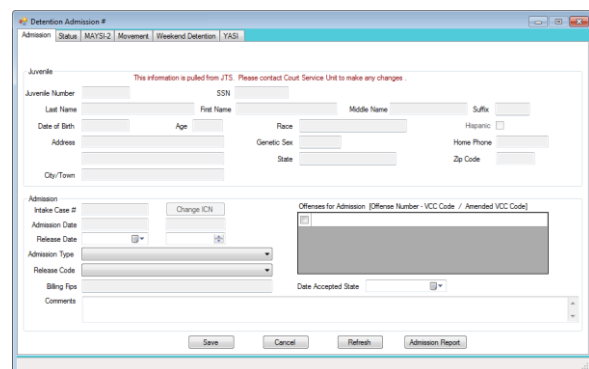
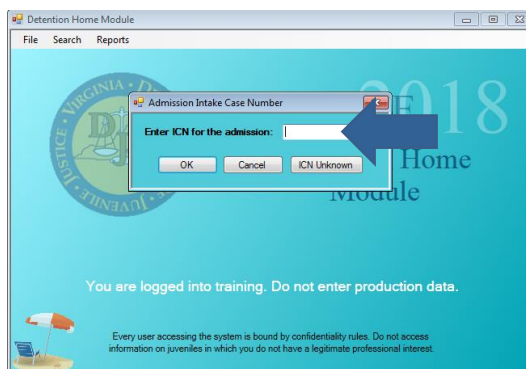
From the Detention Module screen, (i) click the **File** menu, (ii) select the **New Admission** option from the drop-down menu, and the Admission Intake Case Number screen will appear.



If a new admission is entered with an ICN, the juvenile's information will auto-populate on the Detention Admission screen and cannot be edited.

1. With an Intake Case Number (ICN)

- (i) Enter the ICN for the admission into the **Enter ICN for the admission** textbox, (ii) click the **OK** button, and the Detention Admission screen will open to the Admission tab.



If the ICN has an existing open admission, an error screen will appear.

2. Without an Intake Case Number (ICN)



- Click the **ICN Unknown** button and the Detention Home Admission screen will open to a blank Admission tab.

The ICN can be found on the juvenile's physical petition or detention order. If there is a problem with the ICN or juvenile information, contact the CSU for corrections.

Mandatory fields are marked by this symbol:



After saving a new admission record, the record will be listed on the Secure Detention Population screen.

- i. Select the juvenile's (i) **Facility**, (ii) **Housing Unit**, and (iii) **Status** from the drop-down menus.
 - ii. **Juvenile Information**
 1. Enter the (i) **Juvenile Number**, (ii) **SSN**, (iii) **Last Name**, (iv) **First Name**, and (v) **Middle Name**, select the (vi) **Suffix** (if applicable), enter the (vii) **Date of Birth**, select the (viii) **Race** from the drop-down box, (ix) place a checkmark in the **Hispanic** checkbox if the juvenile is Hispanic, (x) select the **Genetic Sex**, enter the (xii) **Address** and (xiii) **City/Town** into the textbox, (xiv) select the **State** from the drop-down menu, (xv) enter the **Zip Code** and (xvi) **Home Phone** number into the textboxes.
 - iii. **Admission Information**
 1. The **Intake Case #** textbox and **Change ICN Status** button will not be accessible, select the (i) **Admission Date** from the calendar screen and (ii) time using the arrows, and (iii) **Release Date** from the calendar screen and (iv) time using the arrows, select the (v) **Admission Type**, (vi) **Release Code**, and (vii) **Billing FIPS** from the drop-down menus, and (viii) **Date Accepted State** from the calendar screen, (ix) enter any additional information into the **Comments** textbox, and (x) click the **Save** button.
-  Refer to page [6](#) for instructions on how to navigate the *Admission* tab.
-  Refer to page [13](#) for instructions on how to navigate the *Secure Detention Population* screen.

Detention Admission Screen

From the Detention Admission screen, you can access the juvenile's Detention Information. The Detention Admission screen consists of the *Admission*, *Status*, *MAYSI-2*, *Movement*, and *Weekend* tabs.

Users are able to change the detaining **FIPS**, **ICN**, and **Admission Date/Time** five days from the date the admission is opened. After five days, the **FIPS**, **ICN**, and **Admission Date/Time** fields become read-only and only users with administrative permissions will be able to make changes.

Admission Tab

The *Admission* tab displays juvenile demographic information pulled from the Juvenile Information screen.

Users will not be able to change an admitting status once the record has been saved. If the admitting status is erroneous, the user will need to delete the admission and start over; this feature prevents overlying statuses.

- Select the juvenile's (i) **Facility**, (ii) **Housing Unit**, and (iii) **Status** from the drop-down menus.
- When selecting a Status of **Post-Dispositional (No Program)** or **Post-Dispositional (Program)**, click **Save** and the PostDDData screen will appear. (i) Enter the required **Post Dispositional Days** in the textbox, (ii) select the **PostD Sentence Code** from the drop-down menu, and (iii) click **OK** button to save and return to the *Admission* tab.

If you do not save information on the PostDDData screen, a warning following message will appear stating, "Admission not saved. Please click 'Save' to enter the required PostD/PostD Programs data."

Juvenile Information

- The **Juvenile** information can only be accessed when the ICN is unknown.




Refer to [page 4](#) instructions on how to add an admission without an ICN.

c. Admission Information

- i. The **Admission Date** and **Time** will auto populate to the current date and time. If you would like to change the **Admission Date**, (i) select the date from the calendar screen or enter in the date. If you would like to change the **Time**, (ii) click the up and/or down arrows until the correct time is displayed or enter in the time.
- ii. (i) If applicable, select the **Release Date** from the calendar screen. The **Time** field will auto-populate to midnight, if you would like to change the Time, use the up and/or down arrows until the correct time is displayed or enter in the time. If applicable, select the (ii) **Admission Type**, (iii) **Release Code**, and (iv) **Billing FIPS** from the drop-down menus, (v) select the **Date Accepted State** from the calendar screen, (vi) place a checkmark in the associated detaining offense(s) from the **Offenses for Admission** box, (vi) enter additional information into the **Comments** textbox, and (vii) click the **Save** button.

2. Change an ICN


- a. (i) Click the **Change ICN** button, (ii) enter the **ICN**, and (iii) click **Save**. A note from the BADGE system will appear and warn that the new information will overlay the CSU information.

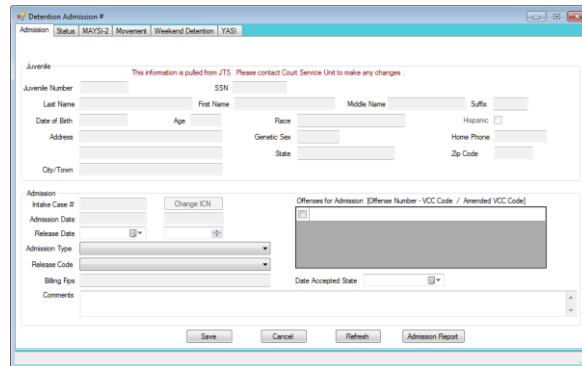
 Refer to page [1](#) for instructions on how to navigate the **Search** for a juvenile menu option.

3. Release a Juvenile from the Admission Tab

- a. From the Detention Module screen, (i) click **Search**, (ii) select a search option from the drop-down menu, (iii) select the desired juvenile record, and the Detention Home Admission screen will appear.
 - i. Select the (i) **Release Date** from the calendar screen, (ii) **Time** using the up and down arrows, (iii) **Release Code** from the drop-down menu, and (iv) click the **Save** button.
 - ii. **Cancel Button**
 1. Click the **Cancel** button and unsaved information will be cleared.
 - iii. **Refresh Button**


1. Click the **Refresh** button to ensure the most current information is being displayed.
- iv. **Admission Report Button**
 1. Click the **Admission Report** button to view and print juvenile admission information.

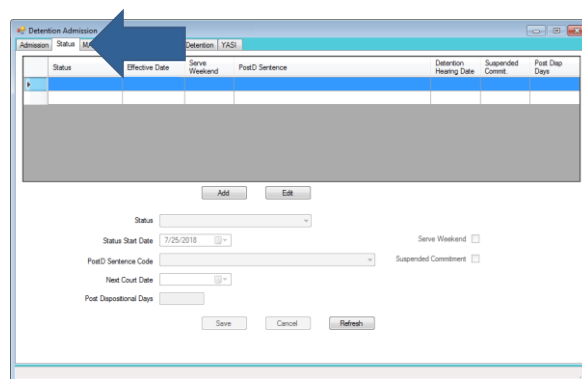
 Refer to the [Admission Report](#) for instructions on how to navigate the Admission Report.



4. **Status Tab**

- a. The *Status* tab lists the juvenile's **Status, Effective Date, Serve Weekend, Post-D Sentence, Detention Hearing Date, Suspended Commitment, and Post-D Days**.

 Anytime a juvenile's status changes in detention, users should access the juvenile's record in the **Detention** Module, click on the *Status* tab, and record the new status along with the date that the status became effective.



i. **Add a Status**

1. Click the **Add** button, and the **Status, Status Start Date, Post-D Sentence Code, Next Court Date, and Post-D Days** fields will become accessible.
2. Select the (i) **Status** from the drop-down menu, (ii) **Status Start Date** from the calendar screen, (iii) **PostD Sentence Code** from the drop-down menu (if applicable), (iv) **Next Court Date** from the calendar screen, enter (v) **Post Dispositional Days** (if applicable), and (vi) click the **Save** button.
 - a. For the **Post-Dispositional (No Program)** and **Post-Dispositional (Program)** statuses, the user will need to record the statute referenced and the number of days that the juvenile is ordered to detention.
 - b. If the juvenile is admitted as **Post-Dispositional (No Program)**, and ordered to serve time on weekends, the **Serve Weekend** checkbox will be available on the screen. All weekend records must be marked as released before a new status can be added.
 - c. If the juvenile is admitted as **Post-Dispositional (Program)** with a suspended commitment, the **Suspended Commitment** checkbox will be available.

- ii. **Edit a Status**
 1. (i) Select a status option from the **Status** drop-down menu, (ii) click the **Edit** button, (iii) edit the status, and (iv) click the **Save** button.
- ii. **Cancel Button**
 1. Click the **Cancel** button and unsaved information will be cleared.
- iv. **Refresh Button**
 1. Click the **Refresh** button to ensure the most current information is being displayed.
- v. **Delete Button**
 1. (i) Select an entry, and the row will be highlighted in *blue*, and (ii) click the **Delete** button.

5. **MAYSI-2 Tab**

- a. The *MAYSI-2* tab consists of the **Date MAYSI-2 Administered**, **MAYSI-2 Category**, **Score**, **Range**, and if the **Juvenile Refused MAYSI-2** information.

The **Traumatic Experience** category will not have a score or range value.

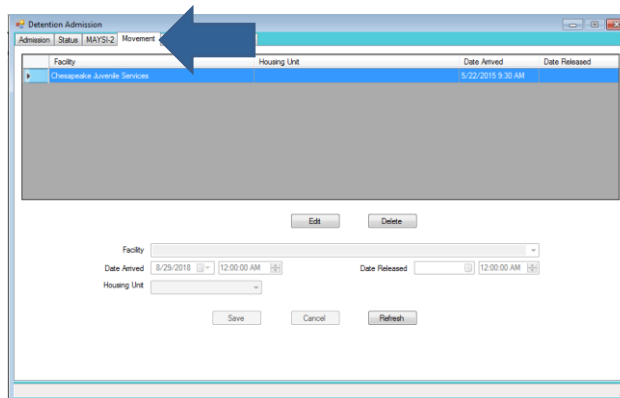
- i. (i) Select the **Date MAYSI-2 Administered** from the calendar screen, (ii) check the **Juvenile Refused MAYSI-2** checkbox if the juvenile refused the MAYSI-2, (iii) enter the **Score** for each category, and the **Range** column will auto-populate a value based on the score number, and (iv) click the **Save** button.
- ii. **Cancel Button**
 1. Click the **Cancel** button and unsaved information will be cleared.
- iii. **Refresh Button**
 1. Click the **Refresh** button to ensure the most current information is being displayed
- iv. **Delete Button**
 1. (i) Select an entry, and the row will be highlighted in *blue*, and (ii) click the **Delete** button.

6. **Movement Tab**

- a. The *Movement* tab displays juvenile movement history by **Facility**, **Housing Unit**, **Date Arrived**, and **Date Released** information.

Juveniles serving weekend detention are referred to as **weekenders** in this manual.

If the user releases the juvenile on the **Admission** tab, the last weekend **Date/Time Out** field will auto-populate on the **Weekend** tab.



i. Edit a Movement

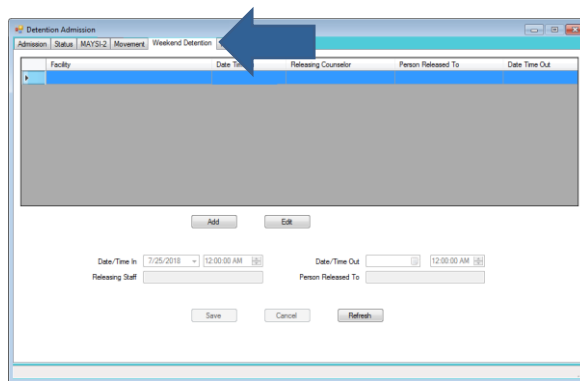
1. (i) Click the movement record you would like to edit, and the row will become highlighted in **blue**, (ii) click the **Edit** button, (iii) edit applicable information, and (iv) click the **Save** button.
2. **Cancel** Button
 - a. Click the **Cancel** button and unsaved information will be cleared.
3. **Refresh** Button
 - a. Click the **Refresh** button to ensure the most current information is being displayed.
4. **Delete** Button
 - a. (i) Select an entry, and the row will be highlighted in **blue**, and (ii) click the **Delete** button.

7. Weekend Detention Tab

- a. The **Weekend Detention** tab displays the juvenile's weekend detention information by **Facility**, **Date/Time In**, **Releasing Counselor**, **Person Released To**, and **Date/Time Out**.
- i. **Entering Weekend Detention Data**

The sending facility should provide the receiving facility with the Admission Number (**NOT the Juvenile number or ICN**) found on the Secure Detention Population screen.

A user must assign weekenders a status of "Post-D (No Program)" and check the box entitled **Serve Weekends** on the **Status** screen; the **Date/Time In** will auto-populate the



1. (i) Click the **Add** button, select the (ii) **Date/Time In**, and (iv) when releasing, the **Date/Time Out** from the calendar screen, enter the (v) **Releasing Staff** and (vi) **Person Released To** into the textboxes, and (vii) click the **Save** button.
2. **Edit Weekend Detention Data**
 - a. (i) Select a weekend detention record from the list, and the row will become highlighted in **blue**, (ii) click the **Edit** button to edit applicable information, and then (iv) click the **Save** button.
 - b. **Cancel** Button
 - i. Click the **Cancel** button and unsaved information will be cleared.
 - c. **Refresh** Button

1. Click the **Refresh** button to ensure the most current information is being displayed.
- d. **Delete** Button
 - i. (i) Select an entry, and the row will be highlighted in *blue*, and (ii) click the **Delete** button.

8. YASI/Tab

- a. The YASI/ tab provides two tabs with the juvenile's *Full YASI* and *Pre-YASI* information.

- i. *Full YASI* tab
 1. The *Full YASI* tab displays the **Date Administered**, **Assessment Type**, **Completed By**, **Overall Risk**, **SR**, **DR**, **Overall Protective**, **SP**, **DP**, **Mental Health Flag**, and **Violence/Aggression Flag** case plan information as well as four tabs with additional case plan information such as the *Behavior Analysis*, *Priority 1*, *Priority 2*, and *Priority 3* tabs.
 - a. *Behavior Analysis* tab
 - i. The *Behavior Analysis* tab displays YASI behavioral questions.
 1. Select a YASI record at the top of the screen, and the row will become highlighted in *blue*, and any saved YASI behavioral analysis information will be displayed on the screen.

If there is a YASI item response issue that requires a reassessment, item responses for the current assessment will be locked.

Violence/Aggression Flag
0
0
0

- b. *Priority 1*, *Priority 2*, and *Priority 3* tabs
 - i. The *Priority 1*, *Priority 2*, and *Priority 3* tabs display the case plan **Domain**, **Long Term Goal**, **Short Term Goal**, **Targets**, **Protective Factors**, and **Action Step**.
 1. Click on a YASI record at the top of the screen and the row will become highlighted in *blue*, and any saved priority YASI case plan information will be displayed on the screen.

- ii. *Pre-YASI Tab*
 - a. The *Pre-YASI* tab consists of **YASI ID, Data Administered, Completed By, Overall Risk, Legal History, Social History, Pre-Screen Protective, LH, FM, SC, CP, AD, MH, AV, AT, SK, and EF** Pre-YASI information.
 1. Click on a Pre-YASI record to review saved Pre-YASI assessment information.

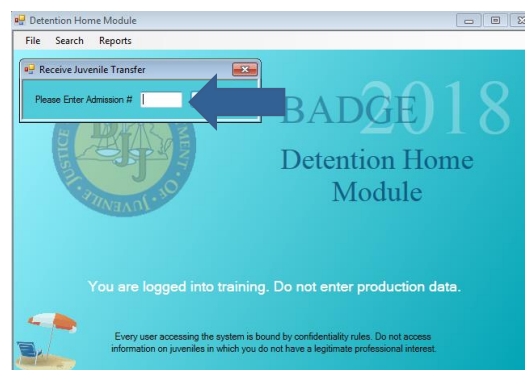
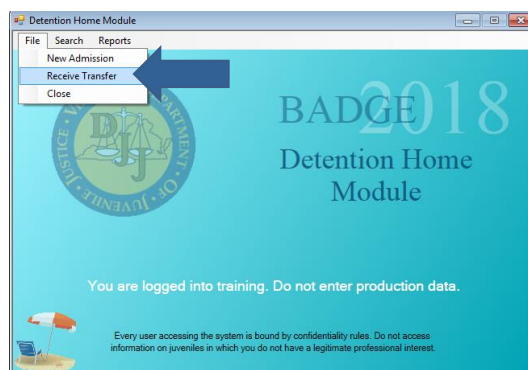
YASI ID	Date Administered	Completed By	Overall Risk	Legal History	Social History	Pre-Screen Protective	LH	FM	SC	CP	AD	MH	AV	AT	SK	EF
			H	L	H	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
			M	L	M	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
			M	L	M	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
			H	L	H	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

LH - Legal History SC - School AD - Alcohol/Drugs AV - Aggression/Tolerance SK - Skills Y - Yes, Contributes to Risk
 FM - Family CP - Community/Peers MH - Mental Health AT - Attitudes EF - Employment/Free Time

Receive Juvenile Transfer

The Receive Transfer screen should be accessed only if the juvenile is transferring from one detention center to another using the same admission number.

1. From the Detention Module screen, (i) click the **File** menu, (ii) select the **Receive Juvenile Transfer** option from the drop-down menu, and the Receive Juvenile Transfer screen will appear.



- a. (i) Enter the admission number into the **Please Enter Admission #** textbox, (ii) click the **Find** button, and the Receive Juvenile Transfer for Admission screen will appear.

A juvenile's admission number can be at the bottom of the Secure Detention Population screen.

Last Placement information will appear on the Receive Juvenile Transfer for Admission screen if the juvenile has previously been released and the admission has been closed.

2. The Receive Juvenile Transfer for Admission screen displays the **Juvenile's Information**, **Current Placement Information**, and **Receiving Facility Information**. The juvenile's information and placement information will not be available for edits on this screen.
 - a. Enter Receiving Facility Information
 - i. Select the (i) **Receiving Facility** from the drop-down menu, (ii) **Date Received** from the calendar screen, (iii) **Time Received** using the up and down arrows, (iv) **Housing Unit** from the drop-down menu, and (v) click the **Receive** button.

Secure Detention Population Screen

The Secure Detention Population screen displays a detention center's **Current Population List** (including juveniles released within the last 10 days).

When a juvenile is in the facility, the "Off-Site" box on the Secure Detention Population screen will be unchecked; when the juvenile is off-site, the "Off-Site" checkbox will be checked on to indicate that the juvenile is not physically in the facility but has future weekends to serve.

1. To access the Secure Detention Population screen from the Detention Module screen: (i) Click the **Search** menu, (ii) select the **By Current Population** option from the drop-down menu, and the Secure Detention population screen will open to display the **Current Population** list for the assigned facility.
2. The **Facility** field will auto-populate to reflect the user's assigned detention center, and the **Housing Unit** field will auto-populate to **All**, if you would like to change the **Facility** and/or **Housing Unit** fields, select the appropriate option from the drop-down menu(s).

3. Click the desired juvenile name from the list, and juvenile-specific **Admission** and **Current Placement** information will appear in the read-only **Admission Information** and **Current Population** sections at the bottom of the screen.

The screenshot shows the 'Secure Detention Population' window. At the top, it displays 'Facility: Chesapeake Juvenile Services', 'Current Population: 55', and 'Housing Unit: All Housing Units'. Below this is a title bar: 'Current Population Including Juveniles Released within the Last 10 Days'. A note states: 'Juveniles with Pends are marked in Red' and 'Admissions with Pending ICN Assignments are marked in green'. The main table has columns: Juv #, Juvenile's Name, DOB, Race, Gender, Sex, Status, Wound, Off Site, Pnd, and PIP. The table contains several rows of data. Below the table are input fields for 'Admission Information' (Admission #, Intake Case #, Date of Admission: 05/01/2015, Release Date, Juvenile's Age, MAYSI Completed) and 'Current Placement' (Placement Date: 05/01/2015, Release Date, Housing Unit). At the bottom are buttons: Detention Admission Information, Admission Report, Juvenile Information, Offense History, Residential Transfer, and Close.

Secure Detention Population Screen Buttons

At the bottom of the Secure Detention Population screen, there are six buttons:

Detention Admission Information / Verify Pending ICN | Admission Report | Juvenile Information | Offense History | Residential Transfer | Close

The **Current Population** count box at the top of the Secure Detention Population screen does not count weekends that are marked as "offsite" or juveniles that have been released within the last 10 days.

This screenshot is similar to the first one, but the row for juvenile 'Juv # 1' is highlighted in blue. The 'Admission Information' and 'Current Placement' fields are also visible.

1. Detention Admission Information Button/Verify Pending ICN

- From the Detention Admission screen you can access the juvenile's Admission Information.
 - (i) Select a juvenile's name from the list, and the row will become highlighted in **blue**, (ii) click the **Detention Admission Information** button, and the Detention Admission screen will appear.

Refer to page 5 for instructions on how to navigate the Detention Admission Screen.

This screenshot is identical to the previous one, but a blue arrow points from the bottom left towards the 'Detention Admission Information' button.

a. **Verify Pending ICN Button**

The **Verify Pending ICN** button allows a user to verify a pending ICN for a juvenile.

- i. (i) Select the juvenile record with the pending ICN from the list, and the row will become highlighted in **blue**, (ii) click the **Verify Pending ICN** button, and the Juvenile's Information for Admission split screen will appear.

The Identify Pending ICN screen displays juvenile information from the Detention Center on the left side and the juvenile information from the CSU on the right side of the screen.

- ii. **Assign** button
 1. Click the **Assign** button to verify the pending ICN.
- iii. **Decline** Button
 1. Click the **Decline** button to decline the ICN.
- iv. **Cancel** Button
 1. Click the **Cancel** button and unsaved information will be cleared.

2. **Admission Report Button**

The **Admission Report** button allows a user to access the juvenile's detention admission, detention status, status, movement, facility, weekend admission, intake, intake narrative, and offense history information.

1. (i) Select a juvenile's name from the list, and the row will become highlighted in **blue**, (ii) click the **Admission Report** button, and the Virginia Department of Juvenile Justice screen will appear. (iii) Click the **Save** and/or **Print** button(s) located at the top of the screen.

3. **Juvenile Information Button**

a. The **Juvenile Information** button allows a user to look at the selected juvenile's information.

- i. (i) Select a juvenile's name from the list, and the row will become highlighted in **blue**, (ii) click the **Juvenile Information** button, and the Juvenile Information screen will appear.

[illegible]

The screenshot shows the 'Juvenile Information' form in the JuvInfo system. The form has a header bar with the title 'JuvInfo' and a 'Close' button. Below the header, there are several input fields for juvenile information: 'Juvenile Number', 'SSN', 'Juvenile Name', 'Date of Birth', 'Age (Years - Months)', 'Race / Ethnicity', and 'Genetic Sex'. To the right of these fields is a large empty box labeled 'No Image Available'. Below the input fields is a tabbed interface with the following tabs: 'Info/Face Sheet', 'Alias', 'Case Workers', 'ID Marks', 'Detention Info', 'Alerts', 'Family', and 'Access Log'. The 'Alerts' tab is currently selected. Below the tabs, there is a section titled 'Recorded Alerts' which contains a table with columns for 'Date', 'Time', and 'Description'. The table is currently empty. To the right of the table are two buttons: 'View/Change' and 'Print Alerts'. At the bottom of the form is a 'Close' button.

4. Offense History Button

- a. The **Offense History** button allows a user to view the selected juvenile's offense history.
 - i. (i) Select a juvenile's name from the list, and the row will become highlighted in *blue*, (ii) click the **Offense History** button, and the *Offense History* screen will appear.

[illegible]

5. Residential Transfer Button

- a. The **Residential Transfer** button allows detention centers to provide information regarding the juvenile's safety and security issues when transferring to DJJ. To access the **Residential Transfer** button from the Secure Detention Population screen:
 - i. (i) Select a juvenile's name from the list, and the row will become highlighted in *blue*, (ii) click the **Residential Transfer** button, and the Residential Transfer Information screen will appear.

[illegible]

Residential Transfer Information

Juvenile Information

Juvenile # Juvenile's Name DOB

Admission # Race / Ethnicity Genetic Sex

This information is for safety and security issues, it is not a medical document.

☐ Has chronic or acute medical issues?

☐ Taking medications (including psychotropic)?

☐ Had incidents of physical aggression toward staff or other residents (include any injuries sustained or caused)?

☐ Has mental health issues including suicidal ideation, threats, attempts and/or self-harmful behavior?

☐ Compliant with program and/or adult supervision?

☐ Has pending criminal matters?

☐ Has violation issues?

☐ Has counseling/therapy while at the facility?

Please enter other information that may be important to receiving facility

If information has been verified as being current and accurate, please hit Save button

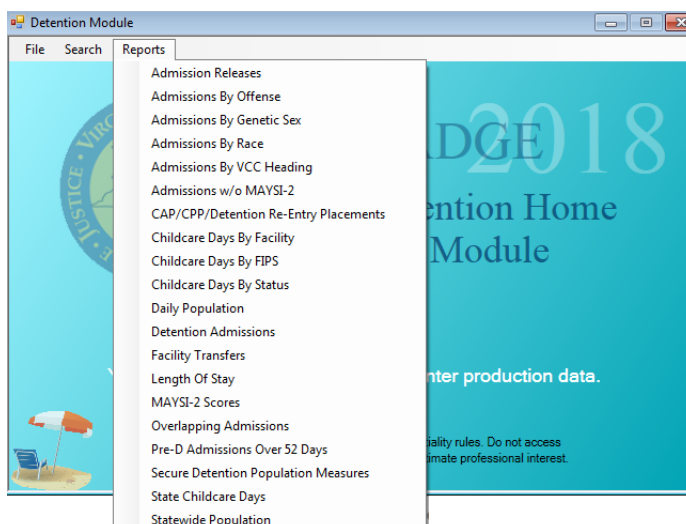
The appropriate *
Yes / No /
Unknown
checkbox should
be checked for all
alert questions on
the Residential
Transfer screen.

- ii. The Residential Transfer Information screen displays the juvenile information by **Juvenile #, Juvenile Name, DOB, Admission Number, Race/Ethnicity, and Genetic Sex**.
- iii. (i) Click the appropriate ***Yes / No / Unknown** checkbox for each alert question, (ii) type additional details to a response into the textbox located next to the alert questions OR click the magnifying glass icon located next to the question to open an expanded textbox screen, and (iii) click the **Save** button.
 1. **Cancel Button**
 - a. Click the **Cancel** button and unsaved information will be cleared.
 2. **Print Button**
 - a. Click the **Print** button to view or print residential transfer information for a specific juvenile record.
 3. **Close Button**
 - a. Click the **Close** button to return to the Detention Module screen.

Reports

This menu provides users with various reports. From the *Detention Module* screen, (i) click the **Reports** menu, and (ii) select the desired report from the drop-down menu.

Some reports show only the most serious offense, while other reports will specify all detaining offenses.



1. Admission Releases

- The **Admission Releases** report lists the juvenile number, juvenile name, date of birth, race/ethnicity, genetic sex, release date, and release reason information. (i) Click the **Reports** menu, (ii) select the **Admissions Release** option from the drop-down menu, and the *Admission Release Report* screen will appear, select the (iii) **Facility** from the drop-down menu, and (iv) **Start Date** and (v) **End Date** from the calendar screens, (vi) click **Generate**, and the report will appear.

2. Admissions By Offense

- The **Admissions by Offense** report lists the FIPs, VCC, offense description, and total number of admissions information. (i) Click the **Reports** menu, (ii) select the **Admissions By Offense** option from the drop-down menu, and the *Admission by Offense Report* screen will appear, select the (iii) **Facility** from the drop-down menu, (iv) **Start Date** and (v) **End Date** from the calendar screens, and (vi) **VCC Head** from the drop-down menu, (vii) click **Generate**, and the report will appear.

3. Admissions By Genetic Sex

- The **Admissions By Genetic Sex** report lists the facility, genetic sex and total number of admissions information. (i) Click the **Reports** menu, (ii) select the **Admissions By Genetic Sex** option from the drop-down menu, and the *Admissions by Genetic Sex Report* screen will appear, select the (ii) **Start Date** and (iii) **End Date** from the calendar screens, (iv) click **Generate**, and the report will appear.

4. Admissions By Race

- The **Admissions By Race** report lists the facility, race, and total number of admissions information. (i) Click the **Reports** menu, (ii) select the **Admissions By Race** option from the drop-down menu, and the *Admissions by Race Report* screen will appear, select the (iii) **Start Date** and (iv) **End Date** from the calendar screens, (v) click **Generate**, and the report will appear.

5. Admissions By VCC Heading

- The **Admission By VCC Heading** report lists the facility, VCC heading, and count number of admissions information. (i) Click the **Reports** menu, (ii) select the **Admissions By VCC Heading** option from the drop-down menu, and the *Admissions by VCC Heading Report*

screen will appear, select the (iii) **Facility** from the drop-down menu, and (iv) **Start Date** and (v) **End Date** from the calendar screens, (vi) click **Generate**, and the report will appear.

6. **Admissions w/o MAYSI-2**

- a. The **Admissions w/o MAYSI-2** report lists the facility, detaining FIPs, admission type, juvenile name, date of birth, admitted date, and released date (if applicable) information. (i) Click the **Reports** menu, (ii) select the **Admissions w/o MAYSI-2** option from the drop-down menu, and the Admissions Without MAYSI-2 Report screen will appear, select the (iii) **Facility** from the drop-down menu, and (iv) **Start Date** and (v) **End Date** from the calendar screens, (vi) click **Generate**, and the report will appear.

7. **CAP/PPP/Detention Re-Entry Placements**

- a. The **CAP/PPP/Detention Re-Entry Placements** report show placements by program and facility. The report displays the juvenile's Name, Sex, DOB, Race/Ethnicity, Most Serious Committing Offense, Committing FIPS, Supervising FIPS, Final Early Release Date (ERD), Final Late Release Date (LRD), Date Arrived, and Date Released. (i) Click the **Reports** menu, (ii) select the **CAP/PPP/Detention Re-Entry Placements** option from the drop-down menu, and the CAP/PPP/Detention Re-Entry Report screen will appear. (iii) Select the **Facility** from the drop down-menu, and (iv) **Start Date** and (v) **End Date** from the calendar screens. (vi) Click **Generate**, and the report will appear.

8. **Childcare Days By Facility**

- a. The **Childcare Days By Facility** report lists the detention home, billing locality, if the juvenile is serving weekend detentions, juvenile number, juvenile name, VCC, if the detention is judge ordered, race/ethnicity, genetic sex, date of birth, age, detention status, start date, admitted date, released date (if applicable), and local, state, and total days information. (i) Click the **Reports** menu, (ii) select the **Childcare Days By Facility** option from the drop-down menu, and the Childcare Days by Facility Report screen will appear, select the (iii) **Facility** from the drop-down menu, and (iv) **Start Date** and (v) **End Date** from the calendar screens, (vi) click **Generate**, and the report will appear.

9. **Childcare Days By FIPS**

- a. The **Childcare Days By FIPS** report lists the detention home, billing locality, if the juvenile is serving weekend detentions, juvenile number, juvenile name, VCC, if the detention is judge ordered, race/ethnicity, genetic sex, date of birth, age, detention status, start date, admitted date, released date (if applicable), and local, state, and total days information. (i) Click the **Reports** menu, (ii) select the **Childcare Days By Facility** option from the drop-down menu, and the Childcare Days by FIPS Report screen will appear, select the (iii) **FIPS** from the drop-down menu, and (iv) **Start Date** and (v) **End Date** from the calendar screens, (vi) click **Generate**, and the report will appear.

10. **Childcare Days By Status**

- a. The **Childcare Days By Status** report lists the detention home, status, billing locality, if the juvenile is serving weekend detentions, juvenile number, juvenile name, VCC, if the detention is judge ordered, race/ethnicity, genetic sex, date of birth, age, start date, admitted date, released date (if applicable), and local, state, and total days information. (i) Click the **Reports** menu, (ii) select the **Childcare Days By Status** option from the drop-down menu, and the Childcare Days by Status Report screen will appear, select the (iii) **Facility** from the drop-down menu, and (iv) **Start Date** and (v) **End Date** from the calendar screens, (vi) click **Generate**, and the report will appear.

11. **Daily Population**

- a. The **Daily Population** report lists the CSU, detaining FIPs, juvenile number, juvenile name, race/ethnicity, genetic sex, date of birth, age, admission date, detention status, post days, if the juvenile is serving weekends, if the juvenile is off site, number of days detained, hearing date (if applicable), date accepted by state, and DAI most serious offense category, total score, and indicated decision information. (i) Click the **Reports** menu, (ii) select the **Daily**

Population option from the drop-down menu, and the Daily Population Report screen will appear, select the (iii) **Facility**, (iv) **CSU**, and (v) **FIPS** from the drop-down menus, the **Start Date** and **End Date** fields will not be accessible, (vi) click **Generate**, and the report will appear.

12. Detention Admissions

- a. The **Detention Admissions** report lists the detaining court, juvenile number, juvenile name, race/ethnicity, genetic sex, date of birth, age, admission date, and release date information. (i) Click the **Reports** menu, (ii) select the **Detention Admissions** option from the drop-down menu, and the Detention Admissions Report screen will appear, select the (iii) **Facility** from the drop-down menu, and (iv) **Start Date** and (v) **End Date** from the calendar screens, (vi) click **Generate**, and the report will appear.

13. Facility Transfers

- a. The **Facility Transfers** report lists the juvenile name, DOB, facility transferred from (for incoming juveniles), facility transferred to (for outgoing juveniles), and date transferred information for juveniles transferred between detention facilities. (i) Click the **Reports** menu, (ii) select the **Facility Transfers** option from the drop-down menu, and the Facility Transfers Report screen will appear. (iii) Select a **Facility** from the drop down menu, select the (iv) **Start Date** and (v) **End Date** from the calendar screens, (vi) click **Generate**, and the report will appear.

14. Length Of Stay

- a. The **Length Of Stay** report lists the facility, the number of total released and total day's length of stay, the average day's length of stay and the number of population with 1-10, 11-25, 26-50, 51-75, 76-100, and over 100 day's information. (i) Click the **Reports** menu, (ii) select the **Length Of Stay** option from the drop-down menu, and the Length of Stay Report screen will appear, select the (iii) **Start Date** and (iv) **End Date** from the calendar screens, (v) click **Generate**, and the report will appear.

15. MAYSI-2 Scores

- a. The **MAYSI-2 Scores** report lists the juvenile name, detaining locality, genetic sex, date of birth, VCC, if the detention is judge ordered, admitted date, released date (if applicable), and the MAYSI-2 scores for alcohol/drug, angry/irritable, depressed/anxious, somatic complaints, suicide ideation, thought disturbance, and traumatic experience information. (i) Click the **Reports** menu, (ii) select the **MAYSI-2 Scores** option from the drop-down menu, and the MAYSI Scores Report screen will appear, select the (iii) **Facility** from the drop-down menu, and (iv) **Start Date** and (v) **End Date** from the calendar screens, (vi) click **Generate**, and the report will appear.

16. Overlapping Admissions

- a. The **Overlapping Admissions** report lists the admission number, case number, juvenile number, juvenile name, date of birth, billing FIPs, admitted date, released date, release code, initial facility, post-D days, date keyed, and worker information. (i) Click the **Reports** menu, (ii) select the **Overlapping Admissions** option from the drop-down menu, and the Overlapping Admissions Report screen will appear, select the (iii) **Facility** from the drop-down menu, and (iv) **Start Date** and (v) **End Date** from the calendar screens, (vi) click **Generate**, and the report will appear.

17. Pre-D Admissions Over 52 Days

- a. The **Pre-D Admissions Over 52 Days** report lists the juvenile number, juvenile name, pre-D date, ICN, admitted date, FIPs, and arrival date information. (i) Click the **Reports** menu, (ii) select the **Pre-D Admissions Over 52 Days** option from the drop-down menu, and the Admissions in Pre-D Status for 52 Days and Over Report screen will appear, select the (iii) **Facility** from the drop-down menu, (iv) click **Generate**, and the report will appear.

18. Secure Detention Population Measures

- a. The **Secure Detention Population Measures** report lists the Admissions and Releases number and percentages, the LOS, and the ADP numbers and percentages. (i) Click the **Reports** menu, (ii) select the **Secure Detention Population Measures** option from the drop-down menu, and the *Secure Detention Population Measures Report* screen will appear, select the (iii) **Facility**, (iv) **CSU**, and (v) **FIPS** from the drop-down menus, select the (vi) **Start Date** and (vii) **End Date** from the calendar screen, (viii) click **Generate**, and the report will appear.

19. State Childcare Days

- a. The **State Child Care Days** report lists the detention home, billing locality, juvenile number, juvenile name, race/ethnicity, genetic sex, date of birth, age, detention status, state accepted, admitted, and released date, and the local, state, and totally number of days information. (i) Click the **Reports** menu, (ii) select the **State Child Care Days** option from the drop-down menu, and the *State Child Care Days Report* screen will appear, select the (iii) **Facility** from the drop-down menu, and (iv) **Start Date** and (v) **End Date** from the calendar screens, (vi) click **Generate**, and the report will appear.

20. Statewide Population

- a. The **Statewide Population** report lists the detention facility, baseline capacity, and number of on-site, weekend offsite, male, female, and total information. (i) Click the **Reports** menu, (ii) select the **Statewide Population** option from the drop-down menu, and the *Statewide Population Report* screen will appear.

Document Revisions

Revision Date	Revised Item	Revision Details